

Revised  
July 17, 2007

CITY OF MISSOURI  
CITY, TEXAS  
DEPARTMENT OF PARKS AND RECREATION  
Civic Center Auditorium Rental Application

RENTAL DATE: \_\_\_\_\_

ALCOHOL SERVED [ ] YES [ ] NO

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
CELL: \_\_\_\_\_

Email: \_\_\_\_\_

[ ] NON-RESIDENT [ ] RESIDENT - SUBDIVISION/NEIGHBORHOOD: \_\_\_\_\_

PURPOSE/NATURE OF EVENT: \_\_\_\_\_

SET-UP: START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

EVENT: START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ TOTAL HOURS: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_ DOES EVENT REQUIRE SPECIAL PERMIT? \_\_\_\_\_  
INSURANCE MAY BE REQUIRED FOR PUBLIC EVENTS

Support Options:

[ ] Chairs: \_\_\_\_\_ n/c [ ] Tables: n/c Round \_\_\_\_\_ Rectangular \_\_\_\_\_  
[ ] Stage: Size X - \$\_\_\_\_.00 [ ] Registration Table - \$10.00 [ ] Podium - \$8.00  
[ ] Partition - \$25.00

Date of Application: \_\_\_\_\_ Hourly Rental Rate: \$ \_\_\_\_\_

RENTAL FEES AND CHARGES

DEPOSIT FEE: [ ] \$400.00 [ ] \$250.00

RENTAL FEE: \$\_\_\_\_\_ - \$\_\_\_\_\_ per hour X's \_\_\_\_\_ hours

CARETAKER FEE: \$\_\_\_\_\_ - 12.00 per hour X's \_\_\_\_\_ hours

JANITORIAL FEE: \$110.00

Method of Payment:

[ ] check [ ] cash [ ] visa [ ] master card [ American Express

SECURITY (MINIMUM)\$ \_\_\_\_\_

KITCHEN USE: \$ \_\_\_\_\_

Receipt Number: \_\_\_\_\_

SUPPORT FEES: \$ \_\_\_\_\_

Any changes to this agreement will require a "new" form be completed and signed by all parties.

TOTAL: \$ \_\_\_\_\_

DATE: \_\_\_\_\_

CHANGED AMOUNT: \$ \_\_\_\_\_

DATE: \_\_\_\_\_

GRAND TOTAL: \$ \_\_\_\_\_

Complete Security fee be due  
10 days prior to event. \_\_\_\_\_

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cashier Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recreation Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Approval

\_\_\_\_\_  
Date

7/19/2007 SECURITY ASSIGNED TO EVENT \_\_\_\_\_ X \_\_\_\_\_ HOURS = \_\_\_\_\_ x \$50.00/HR = \_\_\_\_\_  
SECURITY PERSONNEL ASSIGNED: \_\_\_\_\_